

Organization and Functions as of August 15, 1948

Meredith F. Bunnill
DIRECTOR

U. S. BOARD ON GEOGRAPHICAL NAMES

ASSISTANT TO THE DIRECTOR

Is responsible for seeing that the decisions of the Director are carried out; represents the Board to the Government and cooperates with private agencies; gives consideration for the Director to special and over-all problems of the program.

Assistant to the Director
(Vacant)

1 Other Employee

BOARD ON GEOGRAPHICAL NAMES

Represents the United States in international negotiations directed toward the development of uniform geographic nomenclature and orthography; is responsible for the formulation and enunciation of policies of the United States with respect to geographic names; establishes rules for guidance and standard procedures for the preparation of case research; studies all available evidence; collects and analyzes data from all sources; does not use the Latin alphabet; brings about uniform usage in regard to geographic nomenclature and orthography in the United States; cooperates with the Government, State, local governments, private publishers, and other private agencies to the end that the Board's policies will be followed; prepares and standardizes procedures for the preparation of indexes and gazetteers.

Director
Burriel, M. F.
Assistant Director
Foucart, E. J.

2 Other Employees

ADVISORY COMMITTEE

Upon request, furnishes advice and counsel through subcommittees and as a whole, upon specific problems; coordinates the work of the Board with other Governmental agencies and with the designated representatives of executive agencies or professional groups.

On file DOI release instructions apply.

RESEARCH DIVISION

Provides the information upon which name decisions and general policies are based; participates in the formulation of procedures, standards, and policies.

Chief
(Vacant)
1 Other Employee

REGIONAL RESEARCH SECTION

Through two units treating domestic regions and foreign regions respectively, conducts studies in regions in connection with the preparation of names in connection with or in advance of case research involving many names in a single region; collects and analyzes source materials of all kinds that may bear upon names and policies; locates names and sources of information in the United States and abroad; prepares maps and charts for the preparation of case data and reviews the files before final decision. The staff of this section will be regional specialists, each with responsibility for a definite part of the world, and with full professional training.

Chief
(Vacant)
14 Other Employees

CASE RESEARCH SECTION

Through three subsections, on domestic names, territorial and insular possession names, and foreign names, respectively, prepares cases for decisions; studies all available evidence; collects and analyzes data from all sources; participates in the preparation of maps and charts used in the regional research section and the linguistics section; supervises the preparation of maps pertinent to cases; by the cartographic section; assembles all relevant data for the preparation of name decisions and the formulation of policies. The members of the staff of this section will be regional specialists.

Chief
Adinam, B. W.
22 Other Employees

SOURCE MATERIALS SECTION

Locates and collects materials needed for a complete research library and maintains the needs of the Board; cases, maps, charts, consistency and accuracy of names, source files, such topics; prepares bibliographies on cases, regions and other topics; assembles materials for research studies.

Chief
Nowlin, T. O.
13 Other Employees

LINGUISTICS AND HISTORY SECTION

Advises on problems of transliteration and transliterates foreign names as required; translates foreign names and foreign language names into English; maintains a library of books and research section expert; advice on linguistic and historical questions; prepares maps and charts for the preparation of names in certain cases before presentation to the Executive Committee; assembles and analyzes data relevant to, and determines, the pronunciation of names; locates and assembles sources of information on local usage.

Chief Trager, G. L.
30 Other Employees
(including 25 in China Unit)

CARTOGRAPHIC SECTION

Advises on technical cartographic problems; prepares index maps to show location of approved and disapproved names and the names of features and places; prepares special maps for use in case research; and regional research section; advises and prepares standard forms for use in connection with the work of the Board.

Chief Witmer, E. J.
3 Other Employees

RECORDS AND SERVICES DIVISION

Performs all office management functions; maintains the records of the Board; compiles gazetteers and special indexes; prepares material for promulgation; handles the inquiries.

Chief
Olson, F. J.
1 Other Employee

NAME FILES SECTION

Maintains the main files of name cards; prepares and maintains special indexes; maintains a classified index prepared by other agencies; prepares and maintains case dockets; maintains the name files.

Chief
Rhodes, R.
6 Other Employees

PROMULGATION SECTION

Prepares official name lists for promulgation; prepares and maintains lists of names for gazetteers and special files; prepares for publication standard procedures, rules and regulations; maintains mailing lists and distributes materials.

Chief
Eames, G. W.
34 Other Employees

INQUIRIES SECTION

Receives telephone and mail inquiries, answers routine questions immediately and refers others.

Shetterly, M.
5 Other Employees

ADMINISTRATIVE SECTION

Handles all matters related to equipment, supplies and space; maintains the correspondence section; maintains the records of the Board; performs other administrative files; performs the messenger service.

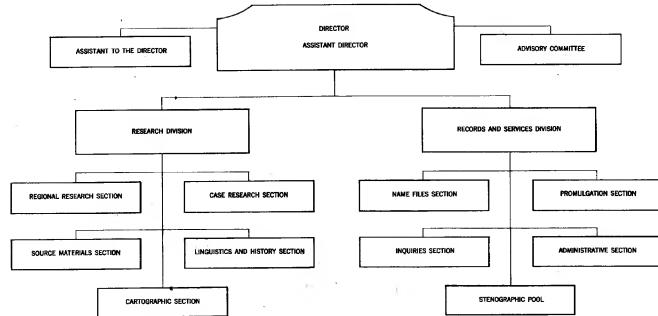
Chief
Hauser, M. C.
12 Other Employees

Takes in shorthand and transcribes on types from rough draft; the report and correspondence; prepares and maintains the files of the Board; compiles lists of procedures and other publications; prepares cards for the main files or special Indexes.

Chief
Hartman, D. B.
(SPLIT UP)

KEY CHART

UNITED STATES DEPARTMENT OF THE INTERIOR
BOARD OF GEOGRAPHICAL NAMES



FUNCTIONS

THE DIRECTOR DIRECTS AND SUPERVISES THE DESIGNATION OF OFFICIAL FORMS AND SPELLINGS OF GEOGRAPHICAL NAMES, THE FORMULATION AND PROMULGATION OF GEOGRAPHICAL NAME POLICIES, THE ESTABLISHMENT OF STANDARD RULES FOR TREATING FOREIGN NAMES, THE PREPARATION OF OFFICIAL GAZETTEERS AND SPECIAL LISTS OF GEOGRAPHICAL NAMES, AND THE ESTABLISHMENT AND MAINTENANCE OF CONTROL FILES OF INFORMATION ON GEOGRAPHICAL NAMES.

THE RESEARCH DIVISION PROVIDES THE INFORMATION UPON WHICH NAME DECISIONS AND GENERAL POLICIES ARE BASED; PARTICIPATES IN THE FORMULATION OF PROCEDURES, STANDARDS, AND POLICIES.

THE RECORDS AND SERVICES DIVISION PERFORMS ALL OFFICE MANAGEMENT FUNCTIONS; MAINTAINS THE RECORDS OF THE BOARD; COMPILES THE GAZETTEERS AND SPECIAL INDEXES; PREPARES MATERIAL FOR PROMULGATION; HANDLES THE INQUIRIES.

THE PORTION OF THE ORGANIZATION AND FUNCTIONS OUTLINED IN
BED ARE SHOWN IN DETAIL ON THE INSIDE OF THIS ENCLDED PAGE

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